

Family Medical Leave or Short-Term Disability INSURANCE PREMIUM ELECTION FORM

HR Coordinator INSTRUCTIONS: Please complete the top portion of this form for each employee applying for FMLA and/or Short-Term Disability (STD) and have the employee make his or her insurance premium election below. Once completed, return the form to **MNPS Employee Benefits: Ashley Roberts.**

Leave Requested (check both if each applies): FMLA STD

Name: _____ Emp ID#: _____

Charter School _____

FMLA or STD Start Date: _____ FMLA or STD End Date: _____

Date Expected to Return to Work: _____

HR Coordinator Signature: _____

While on FMLA leave and/or Short-Term disability, benefit coverage will remain in place for medical and dental insurance and any optional benefits enrolled in. If you do not return to work after your FMLA and/or STD ends, your benefit coverage will end once you have missed two premiums. The coverage will end on the later of the date of the second paycheck from which premiums were not withheld or the date your insurance premiums are paid through. If you are a 10-month employee on FMLA and/or STD at the end of the school year and you do not return at the beginning of the next school year, your coverage will terminate on August 31. Employees in a paid leave status – using sick or vacation leave – will continue to have premiums deducted from their paychecks.

Employees on unpaid leave for all or part of the leave period – not being paid for sick or vacation leave for the entire period of leave – must make an election as to how premiums will be paid while on leave (if you will be on paid leave for only a portion of the leave period, the election below will apply to the unpaid portion of the leave). Please make your election below:

- I will pre-pay my premiums before taking FMLA and/or STD leave
- I will pay the employee share of the monthly premium amount directly to Metro on an after-tax basis. Premium checks should be made payable to Metro Nashville Public Schools and mailed to: **Metro Nashville Public Schools, 2601 Bransford Avenue, Nashville, TN 37204, Attn: Employee Benefits**
- I will have my premiums held in arrears by Metro. When I return to work the premiums will be withheld from my paychecks over the same number of pay periods as the missed premiums would have been withheld (arrears running into the next calendar year will be taken on an after-tax basis)
- I wish to cancel my participation in the benefits I have circled below while I am on FMLA and/or Short-Term Disability. I understand I will not be required to provide Evidence of Insurability if I reenroll within 31 days of returning from leave: Long-Term Disability Supplemental Life Dependent Life

ACKNOWLEDGEMENT – I have read this form and checked my benefit options above and I understand that premiums paid directly to Metro will be paid on an after-tax basis. I understand that if I have elected to stop my Long-Term Disability, Supplemental Life or Dependent Life that I and my spouse will have to qualify for Evidence of Insurability if I reenroll in these benefits after 31 days of returning from leave.

Employee signature: _____

Date: _____